

# *Reporter 4*

A User's Guide for  
OCPF's Campaign Finance Recordkeeping  
and Reporting Software



Office of Campaign and Political Finance  
Commonwealth of Massachusetts

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NOTE: This guide is a printed version of the material contained in the online Help sections of the Reporter 4 software. If you are unable to find a specific item or topic in this guide, the online guide and screen tips may be helpful in solving your problem.

## **Getting Started**

Before you begin using Reporter 4, we highly recommend you read the following sections:

### **Introduction**

This section provides an overview of the software and technical support contact information.

### **What's New**

The “What's New” section is for users of previous version of the software. It discusses new features introduced with Reporter 4.

### **Installation**

This section contains the requirements for running Reporter 4 on your computer.

### **System Requirements**

This section contains the requirements for running Reporter 4 for your computer.

### **Committee Information**

When Reporter 4 is initially run, it will open to the Committee Information screen. Before you can use Reporter, you must input your candidate/committee information in this section.

### **Data Entry Tips**

Review this section to speed up your data entry. This section discusses Reporter's built-in tools that will assist you in entering your report information.

## **Introduction**

Reporter 4 was developed by the Office of Campaign and Political Finance (OCPF) as the next generation of software to meet the campaign finance recordkeeping and reporting needs of candidates and political committees on both the state and local levels. Reporter 4 now supports candidates and committees in both the depository and non-depository filing systems in one software package. Reporter 4 is a departure from previous versions of Reporter because it no longer relies on Microsoft Access.

Reporter 4 may be used by candidates for any office, from the local level (selectman, mayor, councilor) to statewide. It may also be used by all types of other political committees, including party committees, PACs and ballot question committees. Candidates and committees can use Reporter 4:

- to record, store, and view all of the essential information related to their campaign finance activity;
- to electronically file reports with OCPF's Electronic Filing System (EFS); and
- to print reports in the official format for filing with OCPF or local election officials.

## Technical Support

For any software issues or questions not answered in the Help section, please contact OCPF for further assistance.

### **Live Technical Support**

Live technical support is available by phone or e-mail from 9:00 AM to 5:00 PM, Monday through Friday. Additional live support hours may be scheduled as needed. Please check our website to see a schedule of any additional technical support hours.

### **Online Help**

OCPF's website, [www.mass.gov/ocpf](http://www.mass.gov/ocpf), contains additional information to assist you in reporting and with answers to technical questions. The OCPF website contains a section for software support. Reporter 4 and related files are also available on the website.

### **Contact OCPF**

Phone: (617) 727-8352 and  
(800) 463-OCPF (6273) – Toll-free in MA

E-mail: [software@cpf.state.ma.us](mailto:software@cpf.state.ma.us)

Mail: Office of Campaign & Political Finance  
One Ashburton Place, Room 411  
Boston, MA 02108

## What's New

Reporter 4 has added many new features as well as streamlined a number of other features since Reporter 3. The following list highlights some of these features.

### **Reporter 3 and Depository Reporter Combined**

Previously, OCPF maintained two different programs for the two different classes of candidates: Reporter 3 for non-depository candidates and Depository Reporter for depository candidates. Reporter 4 unifies these two software packages. See the *Depository v. Non-Depository Candidates and Committees* section for more information on the differences between these two categories of committees.

### **Multi-committee Support**

Previous versions of Reporter 3 and Depository Reporter only supported one committee. Reporter 4 can support a virtually unlimited number of committees. Users can easily switch from one committee to another with the software.

### **New Software Platform**

Reporter 3 and Depository Reporter required Microsoft Access or the runtime version of Access to be installed to be run. The runtime program was quite large and, in some cases, caused

installation problems and version conflicts with other installed software packages. Reporter 4 uses the Microsoft .NET framework, a more reliable and much smaller software platform. This should decrease installation problems and Access version problems seen in previous Reporter versions.

### **New Navigation System**

Previous versions of Reporter relied on a main menu hub system. This meant navigating through multiple screens to get to the one you wanted. All of Reporter 4's main screens (forms) are accessible through a menu toolbar located on the top of the screen.

### **Better Data Displays**

Previous versions of Reporter allowed very little on-screen interaction with your data. Reporter 4 features column sorting, customizations of data columns and an advanced filtering feature.

### **Candidate and Committee Listings**

Reporter 4 introduces candidate and committee lookups. If you are entering contributions to or expenditures from OCPF-registered candidates or committees, you can now look them up using all or part of their name.

### **Auto-Update**

Reporter 4 has an auto-update feature that will keep your program and its auxiliary files updated. Reporter 4 will automatically check for new versions and download them. An Internet connection is required.

### **Deposit Management**

Deposit management, for depository candidates, has been revamped to streamline the process. See the *Create a Deposit* section for more information.

### **Bank Reconciliation**

This new tool, for all filers, can be used to reconcile your Reporter data with your bank account. See the *Bank Reconciliation* section for more information.

### **Auto-complete**

The auto-complete feature can be seen in many modern day applications. When you begin to type in a field, Reporter will attempt to finish the entry based on previous entries. See the *Auto-Complete* section for more information.

### **Pop-up Tips**

Occasionally, pop-up windows will be displayed that show tips with relevant information or advice. If you do not wish to see the same tip again, click the "Don't show again" checkbox.

### **Installation**

Installation has been simplified since the last version of Reporter. Previous versions required Microsoft Access to run; this is no longer the case. Reporter 4 is a much smaller program than its

predecessors.

The Microsoft .NET Framework version 1.1 is required for Reporter 4 to run. This component can either be downloaded from OCPF's website or Microsoft's website. The .NET Framework is freely distributed and considered part of the operating system. You may also download it through the *Windows Update* feature. Newer systems may already have the .NET Framework installed.

Accessing some of the advanced output features of Reporter, such as exporting to a Microsoft Excel spreadsheet, requires Microsoft Data Access Components (MDAC). If you do not have MDAC installed, you can download it using a link provided in the Reporter 4 Installer, the Installation section of the Help feature in Reporter 4 or through the Microsoft website. This is a free download provided by Microsoft.

The only additional program you may need is *Adobe Acrobat*. Some legal documents linked to Reporter's help files require Acrobat in order to be read or printed. You can use links provided in the Installation section of the Help feature in Reporter 4 or from OCPF's website to download Acrobat at no charge.

### System Requirements

Reporter 4 has the following system requirements:

- Windows 98 or higher
- 800 Megahertz Processor (1.2 GHz or higher recommended)
- 128 MB of System memory (256 MB recommended)
- Microsoft .NET Framework 1.1 or higher (this can be downloaded from our website)

Committees with a larger number of records should use a computer with more memory (256MB). Also, if you are experiencing slow loading times for the Receipts schedule, you may want to consider using a filter to speed up the display. Please see the *Filters* section for more information.

### Committee Information

The Committee Information screen is used to keep track a candidate's/committee's basic information. This information is used when you print or e-file a report. It also affects how the software is configured. Reporter 4 is customized for use based upon the filer type selection you make on this screen. It is very important to verify that your filer type is correct, as noted below. In addition to the address fields, the Committee Information screen contains the following fields:

#### **CPF ID Number**

A CPF ID number is required on all reports filed with OCPF. Municipal candidates who do not file their reports with OCPF do not have a CPF ID number; this data entry field can be left blank if the filer is a local candidate or committee that does not file with OCPF.

## **Filer Type**

This list contains categories for every type of candidate and political committee in Massachusetts. Your selection of filer type is very important because the software will automatically customize to the filer type selected, i.e. choice of reports to file, options available, etc. An incorrect candidate/committee filer type selection will generate the wrong reports and also cause the Electronic Filing System to reject a report if the committee attempts to e-file a report using an incorrect candidate/committee filer type.

The Reporter software filer type categories are listed below. Each filer type is also either depository or non-depository.

### **Depository v. Non-Depository Candidates and Committees**

There are different filing requirements for the two major classes of candidates. These two major classes of candidates are depository candidates and non-depository candidates.

**Depository candidates and committees** file in conjunction with their banks. Depository candidates file reports each time a deposit is made, a reimbursement is made or a committee credit card statement is paid. A year-end report is required from each candidate/committee as well. Banks appointed by depository candidates file bi-monthly or monthly summary reports that include aggregate receipt and expenditure information, including details of all expenditures that have cleared the depository account.

**Non-depository candidates and committees** file reports directly with OCPF before each primary election, general election and at year-end. They are also required to file additional reports if they run in a special election for a vacant seat. In non-election years, non-depository candidates file one year-end report by January 20<sup>th</sup> of the following year. Their banks have no special filing requirements for their campaign accounts.

### **Statewide/Constitutional**

This group includes the following offices:

- Governor
- Lieutenant Governor
- Attorney General
- State Treasurer
- Secretary of the Commonwealth
- State Auditor

This group is depository.

### **State Senator**

This group is for candidates for state Senate seats.

This group is non-depository.

**State Representative**

This group includes candidates for the state House of Representatives.

This group is non-depository.

**Governor's Councillor**

This group is for candidates running for a seat on the governor's council.

This group is depository.

**County Candidate**

This group includes candidates for the following offices:

- County Commissioner
- County Treasurer
- District Attorney
- Sheriff
- Registrar of Probate
- Registrar of Deeds
- Clerk of Courts
- Other elected county seats

This group is depository.

**Municipal Candidate - OCPF Filer with CPF ID#**

This group includes candidates running for citywide seats in cities with over 100,000 residents, as of the last federal census. This includes the following cities:

- Boston
- Cambridge
- Lowell
- Worcester
- Springfield

This group is depository.

**Municipal Candidate - Local Filer without CPF ID#**

This group includes all municipal candidates not included in the above group.

This group is non-depository.

**State Political Action Committee**

This group includes political action committees organized directly with OCPF. These committees will have CPF ID numbers.

This group is non-depository.

**Local Political Action Committee**

This group includes political action committees organized directly with towns and cities. These committees will not have CPF ID numbers.

This group is non-depository.



**State Ballot Question Committee**

This group includes ballot question committees organized directly with OCPF. They are organized to support or oppose the passage of statewide ballot questions. These committees will have CPF ID numbers.

This group is non-depository.

**Local Ballot Question Committee**

This group includes ballot question committees organized directly with towns and cities. These committees will not have CPF ID numbers.

This group is non-depository.

**State Party Committee**

This group includes state level party committees.

This group is depository.

**Local Party Committee**

This group includes municipal level party committees.

This group is non-depository.

**Office Sought/District**

Examples: "Selectman" or "Senator/5th Suffolk District." This field does not apply to non-candidate committees.

**Bank Name**

Enter the bank used by the candidate or committee. Once the candidate and/or committee information is entered, the Reporter 4 software is ready for use. After the committee information is verified, Reporter 4 will open with the Receipts screen.

**Multiple Committee Support**

Reporter 4 provides support for managing multiple committees' campaign finance data. For example, the reporting for a candidate and a local party committee or a candidate and a ballot question committee can be managed from the software at the same time. Managing multiple committees is accomplished using the "Committee" menu option.

**Adding Another Committee**

To use Reporter 4 for an additional committee, go to the Committee menu and select the "Add Another Committee" option. A form will appear with fields for the new committee's information. Once you've finishing providing the committee information, click the "OK" button. Reporter will create a new data file for the new committee.

**Switching Committees**

Once you have added a second committee, you can switch between committees using the "Change Current Committee" option on the Committee menu. As you change committees, the Reporter 4 software displays the name of the current committee on Reporter's title bar.

### **Deleting Committees**

This command will disconnect a candidate or committee's data from the software. A form will be displayed with a listing of all filers you've set up to use Reporter. Select the candidate or committee whose information you would like to disconnect from Reporter and click on the "Delete" button. You must confirm this decision. Though disconnected, the data remains on your hard drive and can be recovered.

### **Data Entry Tips**

Most of these topics apply to all of the data entry schedules and forms.

### **Using the Tab and Enter/Return Keys**

While you are entering data in Reporter, you must either use the "Tab" key or the "Enter" ("Return") key on your keyboard to move from one field to another. The difference between using the Tab and Enter (Return) keys is that the Tab key will skip fields, regardless of whether or not they are required. The Enter (Return) key will not skip required fields.

### **Proper Casing**

If enabled, the Proper casing feature will proper case the phrases entered into most of the data entry fields, i.e. capitalize the first letter of proper names entered, after you move to the next field. For example, if you type "john s.", Reporter 4 will change it to "John S." after you leave that field. Proper casing does not affect certain fields such as Employer or Vendor. You can temporarily disable this feature by right-clicking on the entry form itself (the cursor does not have to be in any particular field) and click on the proper case option. To permanently disable proper casing, see the *Options: Other* section for more information.

### **Autofill**

Autofill is enabled in the Receipts, In-Kind Contributions and Expenditures schedules. Autofill will attempt to match names entered in the Name or Vendor fields with previously entered records and will fill in address, employer and occupation information if it finds a match. Autofill can be disabled. See the *Options: Autofill* section for more information.

### **Auto-complete**

Auto-complete will attempt to finish words or phrases that you type in data fields based on previous entries. You can disable this feature by going to the *Options: Other* section. Address fields do not have the auto-complete feature enabled because of the unique nature of addresses.

### **Zip Codes**

Reporter 4 maintains a list of current and past zip codes for each city and town in Massachusetts. These zip codes are tied to the proper city and town names maintained in Reporter 4's City and Town list. When a selection is made from the drop down list in the City/Town data entry field, the drop down list in the Zip Code data entry field is populated with the Zip Codes associated with the selected city or town.

**NOTE:** Not all villages and subdivisions of the cities and towns have associated zip codes. To ensure that the zip code field list is always populated, you should use the proper city and town name list.

### Obsolete Zip Codes

Reporter's zip code list includes a number of obsolete zip codes for historical data integrity. These zip codes are included because some committees may have early campaign records that use these zip codes.

### Missing Zip Codes

If you find a missing zip code and would like to see it added to the list, please contact OCPF.

### City and Town Lists

Reporter 4 maintains two lists of cities and towns of Massachusetts. You can choose to populate the dropdown list in all of the City/Town data entry fields with either the proper names of the cities and towns in Massachusetts (351 entries), or the names of all Massachusetts cities and towns as well as their villages and subdivisions (1,200+ entries). You can choose which list to use in the Preferences section. See the *Options: Preferences* section for more information.

### Amount Formats

Here are examples of currency formats Reporter 4 will accept:

34100	No dollar symbol, commas or decimal point; no digits to the right of the decimal point.
34100.23	No commas, 2 digits to the right of the decimal point.
42,100.15	Commas as group delimiter, 2 digits to the right of the decimal point.
\$56,100.23	Currency symbol, comma as group delimiter, 2 digits to the right of the decimal point.

Reporter 4 will not accept the following currency formats:

34100.234	3 or more digits to the right of the decimal point.
56,100.1	1 digit to the right of the decimal point.

### Date Formats

Here are examples of date formats Reporter 4 will accept:

10/10/04	2-digit month, 2-digit day, 2-digit year.
10/10/2004	2-digit month, 2-digit day, 4-digit year.
01/03/04	2-digit month, 2-digit day, 2-digit year, leading zeros.
01/03/2004	2-digit month, 2-digit day, 4-digit year, leading zeros.
1/1/04	1-digit month, 1-digit day, 2-digit year, no leading zeros.
1/1/2004	1-digit month, 1-digit day, 4-digit year, no leading zeros.

Reporter 4 will not accept the following date formats:

2-4-04	Dashes as delimiters.
2004/01/03	European style.

## **Schedules**

Reporter 4 has sections, called schedules, which are used to manage different types of report items. The following is a description of each of these sections:

- **Receipts** - Money received into the committee's account, such as monetary contributions received or bank interest.
- **Expenditures** - Expenditures made by your committee.
- **In-kind Contributions** - Non-monetary contributions received.
- **Liabilities** - Debts such as unpaid bills and loans made to the committee.
- **Assets Disposed** - Items such as office equipment owned by a committee that now are being disposed of, and were valued at \$1000 or more at the time they were acquired.
- **Savings** - For depository committees only. Schedule S should reflect savings balances as of the last day of the year.
- **Reimbursements** - Personal reimbursements to agents of the committee.
- **Committee Credit Cards** - Statements from credit cards used exclusively by the committee.

The Receipts, Expenditures, In-kind Contributions, Liabilities and Assets Disposed schedules share a common format; each is divided into two sections:

- **The data entry section**, located at the top of the screen, is for adding new records and editing existing records to the software.
- **The detail section**, located at the bottom of the screen, lists the existing records already entered into the software. These records can be filtered.

The Reimbursements and Committee Credit Cards schedules share a common format as well. These schedules have a single screen with a tree, or directory, of records that can be expanded to show sub-items. Actions are accessible through buttons located on the right side of the screen or form.

## Receipts

### Data Entry Section

The screenshot shows a web-based form titled "Enter a Receipt". It features a blue header bar with a folder icon and the title. Below the header is a tabbed menu with six tabs: "Individuals", "Committees/PACs", "Unions & Associations", "Candidate Loans", "Bank Interest", and "Other". The "Individuals" tab is currently active. The form fields are organized into two columns. The left column includes "Date", "Amount", "Last Name", "First Name", "Address", "City/Town", "State" (with a dropdown menu showing "MA"), and "Zip". The right column includes "Occupation" and "Employer". There are two buttons: "Clear Form" at the bottom left and "Add Receipt" at the bottom right.

This section is for the data entry of all records of the monetary income of the candidate or committee. Monetary income includes all contributions received (except goods and services provided to the committee), bank interest, refunds of deposits made, and money deposited into the committee account by the candidate (including candidate loans).

### Receipt Types

Receipts have been organized into five or six categories or types, depending on your committee type. Select the appropriate tab before entering data.

- **Individual** - Contributions from individuals to your committee.
- **Committees/PACs** - Contributions from registered political committees such as political action committees, candidate committees and party committees. If the committee is registered with OCPF, please provide its CPF ID#.
- **Unions & Associations** - Contributions from unions, associations and trusts. Provide the name of a principal officer of the contributing organization.
- **Candidate Loans** - Entering a receipt from a candidate loan will also automatically add the loan to the liabilities schedule. **This category is only visible for candidate committees.**
- **Bank Interest** - Interest from your bank account. Reporter will fill in the name of the bank automatically, provided you entered it in the Committee Information section.
- **Other** - Money received into the committee's account from any other source, including refunds of deposits for function rooms, utilities, etc.

### Default Date and Amount

If you wish to set a default date and/or amount, you can set them under the Options: Defaults section. This can be helpful for fundraisers where many contributions have the same date and amount.

**Date**

A date is required for each receipt added to your records. Reporter will not accept a receipt without a date. If you provide a date and still receive an error message, it may have been entered in an improper format. Please see the *Data Entry Tips: Date Format* help section for acceptable date formats.

**Amount**

An amount is required for each receipt added to your records. Reporter will not accept a receipt without an amount. If you provide an amount and still receive an error message, the amount may have been entered in an improper format. Please see the *Data Entry Tips: Amount Format* help section for acceptable amount formats.

A default amount may be set for new receipts. You may find this helpful when entering a large number of receipts that have matching amounts. Please see the Options: Defaults help section for more information about setting a default amount.

**Tender**

Tender is the form in which a contribution is received, such as cash or check. Reporter uses the following list of tender types:

- **CHECK** - All types of checks but not money orders.
- **CASH/M.O.** - Cash or money orders.
- **CREDIT CARD** - Contributions made by credit card.
- **TRANSFER** - Transfers from savings accounts, certificates of deposit or money market accounts held by the candidate or committee.
- **OTHER** - Any receipts not covered in the above categories.

Depository committees are required to report the form of all depository receipts, or tender. Non-depository committees may choose to enter the tender of the contribution as well, although they are not required to e-file such information. Please see *the Options: Tender* section for more information on enabling the Tender field for non-depository candidates.

A default tender can be set if you anticipate entering multiple contributions of the same type. See the *Options: Defaults* help section for more information.

**OCPF Identification Number (CPF ID)**

The CPF ID field is used to identify contributions from candidates and committees that are registered with OCPF. If you provide a CPF ID number, Reporter will try to match it to a committee on its registered committee list. If Reporter finds a match, it will fill in the remaining fields on the entry form. If Reporter does not find the candidate/committee, it may be because the committee has only recently organized or is not currently registered with OCPF.

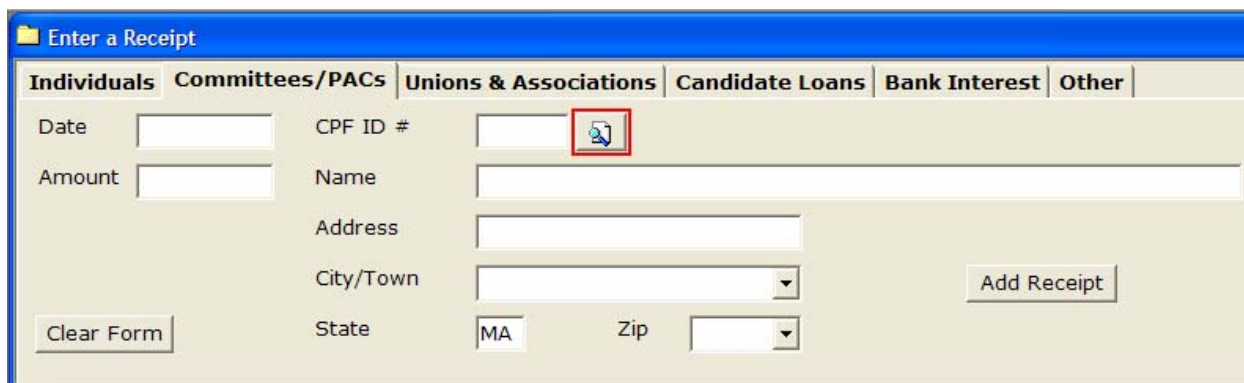
NOTE: Candidates and committees organized in all towns and most cities are not registered with OCPF and have no CPF ID number.

If you do not have the CPF ID number of the committee or candidate, you can use Reporter's Registered Candidate and Committee Lookup feature to look it up.

### Registered Candidate and Committee Lookup

Reporter contains a listing of all candidates and committees registered with OCPF. If a CPF ID number is entered into the CPF ID# text field on the Committees/PACs tab, Reporter will fill in the remaining information.

If you do not know the CPF ID number of a committee, there is a search button (highlighted below) for looking up committees. Please see the *Find a Candidate or Committee* help section for more information.



### Cities and Towns

Reporter maintains two lists of Massachusetts's towns and cities. The first list contains the Proper names of the official 351 towns and cities of Massachusetts. The second list has over 1,200 listings including all of the first list's items as well as village, subdivision, subsection and alternate city and town names. You may choose either list for data entry. Please see the *Options: Preferences* help section for more information about customizing the City and Town list.

**NOTE:** If "MA" is selected in the state field, you must use a city or town from the larger list.

### Zip Code

Reporter has a list of all zip codes for Massachusetts towns and cities. If "MA" is selected in the state field, Reporter will create a list of zip codes based on the city or town selected in the city/town field. For out-of-state items, simply enter the zip code instead of selecting a zip code from the list.

### Occupation and Employer

If an individual's contributions, in the aggregate, are \$200 or more in a calendar year, you are required to request their occupation and employer information. Please see M.G.L. Chapter 55, Section 2 for more information about this requirement.

Reporter will retain an individual's occupation and employer information once it has been entered. If you enter the name of the contributor again, Reporter will match it to the previous entry and fill in the occupation and employer fields automatically.

**Principal Officer**

For receipts and in-kind contributions from unions and associations, the name of a principal officer is required. Examples of principal officers are: President, Treasurer or Vice President. Please see M.G.L Chapter 55 Section 10 for more information on this requirement.

**Purpose**

For receipts categorized as “Other,” please provide further details of the receipt in the Purpose field provided. Examples are: Returned contribution check, Tax refund or Return of phone bank deposit.

**Source**

If you wish to track the source of each contribution, i.e. fundraiser; mailing, enable the “Source” field under Tools: Options. See the Options: Source help section for more information.

**Autofill**

When entering a receipt, Reporter will attempt to match the name of the contributor with a previously entered contributor. If Reporter matches the name, it will fill in the remaining fields based on your previous entry. Please see the Autofill help section for more information.

**City and Town List**

When entering a receipt from a Massachusetts source, you must choose a town or city from the list provided. You can choose whether to use only the 351 proper city and town names (e.g., Boston, Agawam) as the list OR the 1,292 city, town and village names (e.g., Dorchester, South Boston). The latter list includes some common town and city abbreviations as well. When adding a receipt from Massachusetts, Reporter will verify that the town or city being entered is on the larger list.

**State**

Reporter ships with Massachusetts (MA) as the default state. You can change the default state if you wish. See the Options: Defaults help section for more information.

**Zip Codes**

If a Massachusetts city or town is entered, the zip code list will change to reflect the zip codes for that town or city. If multiple zip codes exist, you must select a zip code (with your keyboard arrow keys) and hit Tab before moving to the next field.

**Clear Form**

If you make a mistake when entering a receipt or want to start over, use the Clear Form button anytime prior to clicking the “Add Receipt” button. However, once the “Add Receipt” button is clicked, the record will be added to the saved data and the record must be edited or deleted in the Display section below to make any corrections.



Before Reporter adds a receipt to its records, it performs a validation, or format check, of the information entered. A failed validation will prevent you from adding a receipt. Reporter validates the following fields:

- **Date:** Must be entered in a proper format (e.g., mm/dd/yy).
- **Amount:** Must contain no more than two digits to the right of the decimal point.
- **Tender:** Provided tender must be on the list of options.
- **Contributor CPF ID#:** Must contain five digits only (no letters).
- **Valid City or Town:** If you enter “MA” as the state, Reporter will check the town or city provided against its internal list of 1,200+ town, cities and villages.

## Automated Records

Each time a receipt is entered into the software, Reporter will check its list of previous contributors for a matching contributor. If it does not find a match, a new record in the contributor list (separate from the receipt list) will be created. Reporter uses this listing to track how much each contributor has given to your committee. Please see the *Contributors* help section for more information.

After a candidate loan is entered as a receipt, a corresponding entry is created in the Liabilities section. These records are synchronized, or linked. Please see the *Synchronized Items* help section for more information.

## Detail Section

[illegible]

The bottom (Detail) section of the Receipts screen is for displaying records that you have already entered. If you right-click on the Detail section, you can access options for Receipts. Here is a description of the available options:

- **Edit** - This will edit the selected receipt. The receipt will appear in the top data-entry section for editing.
- **Delete** - This will delete the selected receipt. A confirmation is required.
- **Export to File** - This will export the receipts that are shown to a file. Choose the file format use for exporting in the Options section. See *Options: Preferences* help section for more information.
- **Filter By Date** - This option will filter the receipts using the date of the selected receipt. This filter will only be valid as long as the Reporter stays open.
- **Add Unitemized Total** - This option will display a form to add an unitemized total. See the *Add Unitemized Total* help section for more information.

These receipt options are only available for depository committees:

- **Create a Deposit** - This will display the “Create a Deposit” form. You can either select the receipts to include in the deposit before or after selecting this option.
- **Filter by this Deposit** - This will filter only the receipts that match the selected receipt's deposit. This filter will only be valid as long as the Reporter stays open.
- **Remove from Deposit** - This will remove the selected receipt from its assigned deposit.
- **Add to a Deposit** - This will add a selected receipt to an existing deposit. A list of existing deposits will appear, select the appropriate deposit.
- **Show Undeposited Items** - This will show any receipts that have not been assigned to a deposit yet.

### **Adding An Unitemized Amount**

This tool is used to insert an unitemized total into the unitemized (\$50 or less) total field on the Receipts, Expenditures, or In-kind Contributions schedule of an official report. However, the committee is still required to keep separate records of each item reported in this manner. This tool does not affect your responsibility to track the source of ALL contributions received by your committee.

#### **Example**

Your committee has a fundraiser with ticket prices of \$10 each. You have paper records of the contribution dates and the names and addresses of each contributor. However, you do not wish to enter each contribution into the software since this is your only fundraiser for the year and you feel confident that these contributors will not give more in the calendar year.

Use this tool to enter a total amount of the receipts with a date that falls in the appropriate reporting period. The date will not be shown on the report but Reporter will use it to tie it to the correct report. This tool can be used in a similar fashion for expenditures and in-kind contributions.

### **Receipts Warnings**

Reporter reviews each receipt that you enter. In some cases, Reporter will display warnings about your receipt. These warnings will not prevent you from adding the receipt but you will have the opportunity to edit the receipt if a warning appears. Other errors may prevent you from entering your receipt. These errors are covered in the *Receipts: Validation* help section. The following is an explanation of each warning that may appear.

### **Cash/Money Order**

*Cash and money order receipts are limited to \$50 per contributor, per calendar year.*

This message is generated if you enter any cash/money order contribution in excess of \$50. This does not apply to committees that do not enter the tender of the contribution.

### **Full Address**

*The full residential address is legally required for contributors who have given \$50 or more in a calendar year.*

This message appears if a contributor has given over \$50, in the aggregate, over the calendar year.

### **Individual Contribution Limit**

*Contributions from an individual are legally capped at a maximum of \$500 per calendar year. This limitation does not apply to candidates' contributions to their own campaigns.*

This message appears if an individual contributor gives, in the aggregate, over \$500 in the same calendar year. This does not apply to ballot question committees and state party committees.

### **PAC Contributions**

*Contributions from a political action committee are limited to \$500 per calendar year.*

This message is similar to the one above except it applies to political action committees that contribute over \$500 in a calendar year.

### **Missing Occupation or Employer**

*Individuals contributing \$200 or more in a calendar year must be asked to provide their occupation.*

— or —

*Individuals contributing \$200 or more in a calendar year must be asked to provide their employer.*

If an individual's contributions, in the aggregate, are \$200 or more in a calendar year, you are required to request their occupation and employer information. Please see M.G.L. Chapter 55, Section 2 for more information about this requirement. Please see the *Occupation/Employer* help section.

### Missing Principal Officer

*The name of a principal officer is required for contributions from unions, associations and trusts.*

This warning appears if no principal officer's name is provided when a receipt is entered. An example of an officer would be a president or treasurer.

### Missing Contributor

*Please provide the name of the contributor.*

A contributor's name is required if, in the aggregate, contributions from the contributor exceed \$50 in the calendar year. OCPF recommends that each contributor's name be entered so if a particular contributor gives to your committee later in the year, Reporter can alert you if the contributor has reached certain limits as described above. If the amount entered is an aggregate of multiple contributor's contributions, please see the *Aggregate Contributions and Expenditures* help section.

### State Party Committees Only

#### Contribution limit

*Contributions from individuals, political action committees and local party committees are limited to \$5,000 per calendar year.*

This warning appears if a contributor exceeds the \$5,000 aggregate limit in the calendar year.

### Expenditures

#### Data Entry Section

The image shows a screenshot of a web-based form titled "Enter an Expenditure". The form has a blue header bar with the title and a red "X" icon in the top right corner. Below the header, there are three tabs: "General", "Contributions to Committees", and "Bank Fees". The "General" tab is currently selected. The form contains several input fields: "Date", "Amount", "Check #", "Vendor", "Address", "City/Town", "State" (with "MA" selected), "Zip", and "Purpose". There are also two buttons: "Clear Form" and "Add Expenditure".

This schedule is for entering all payments, purchases, or other expenditures of money or anything of value, made by a candidate or committee. There are separate schedules for providing detail information about reimbursements and committee credit cards but the payments made for these items must appear on the Expenditures schedule, as well.

## Expenditure Types

Expenditures have been organized in to three categories or types:

- **General** – money paid to vendors, individuals, or other entities for goods and services;
- **Committee Contributions** – money contributed to other candidates or political committees; and
- **Bank Fees** – service fees or charges on the committee's accounts.

Select the appropriate tab before entering data.

## Autofill

When entering an expenditure, Reporter will attempt to match the name of the vendor or recipient with a previous entry. If Reporter finds a match, it will fill in the remaining fields based on your previous entry. Please see the *Autofill* help section for more information.

## City and Town List

When entering an expenditure to a Massachusetts vendor, you must choose a town or city from the list provided. You can choose whether to use only the 351 proper city and town names as the list OR the 1,292 cities, towns and villages. The latter list also includes some common town and city abbreviations as well. When adding an expenditure to a Massachusetts vendor, Reporter will verify that the town or city being entered is on the larger list.

## State

Reporter ships with Massachusetts (MA) as the default state. You can change the default state if you wish. See the *Options: Defaults* help section for more information.

## ZIP Codes


If a Massachusetts city or town is entered, the ZIP code list will change to reflect the ZIP codes for that town or city. If multiple ZIP codes exist, you must select a ZIP code (with your keyboard arrow keys) and hit Tab before moving to the next field.

## Registered Candidate and Committee Lookups

Reporter contains a listing of all political committees registered with OCPF. If a CPF ID number is entered into the CPF ID# text field on the Committee Contributions tab, Reporter will fill in the remaining information. If you do not know the CPF ID number of a committee, there is a search button (shown below) for looking up committees. Please see the *Find Candidate or Committee* help section for more information.

**Enter an Expenditure**

**General Contributions to Committees Bank Fees**

Date  CPF ID#   Purpose

Amount  Recipient

Check #  Address

City/Town

State  Zip

### Clear Form

If you make a mistake when entering an expenditure or want to start over, use the “Clear Form” button anytime prior to clicking the “Add Expenditure” button. However, once the “Add Expenditure” button is clicked, the record will be added to the saved data and the record must be edited or deleted in the Display section below to make any corrections.

### Automated Records

When a reimbursement payment or a payment for a committee credit card statement is entered on its respective schedule, Reporter will ask you if you want to add a corresponding entry to the expenditure schedule. Please see the *Synchronized Items* help section for more information.

### Expenditure Types

Expenditures are divided into three categories:

- **General** - Money paid to vendors, individuals, or other entities for goods and services.
- **Committee Contributions** - Money contributed to other candidates or political committees. Please provide their CPF ID numbers if applicable.
- **Bank Fees** - Services fees or charges on the committee’s accounts.

### Amount

An amount is required for each expenditure entry. If you provide an amount and still receive an error message, you may have entered the amount in an improper format. Please see the *Currency Formats* help section for acceptable amount formats.

### Check Number

The Check Number field for expenditures is optional. OCPF recommends using check numbers to reconcile records. Check numbers are used by the *Bank Reconciliation* tool. The check number must be a whole number; decimals or alphabetical characters are unacceptable.

### CPF ID Number

The CPF ID field is used to identify contributions to other candidates and committees registered with OCPF. Reporter will attempt to match any CPF ID entered to its registered committee list. If Reporter finds a match, it will fill in the remaining fields on the entry form. If Reporter does

not find the candidate/committee, it may be because the committee has only recently organized or is not currently registered with OCPF. If you do not have the CPF ID number of a candidate or committee, you can use Reporter's *Find Candidate or Committee* feature to look it up.

**NOTE:** Candidates and committees organized in all towns and most cities are not registered with OCPF and have no CPF ID number.

### **Purpose**

Reporter requires a purpose for each expenditure entry. If no purpose is entered, a warning will be displayed and you will have the opportunity to provide a purpose for the expenditure.

### **Detail Section**

Please see the *Detail* help section, page 15, for an explanation of the detail section, located in the lower section of the schedule.

### **In-Kind Contributions**

#### **Data Entry Section**

This schedule is for the data entry of all records of goods, services and any other non-monetary contribution made to the candidate or committee. (Monetary income is managed from the Receipts screen.) The in-kind contribution schedule is almost identical to the Receipts section; with the following exceptions:

#### **In-Kind Contribution Types**

In-kind contributions are divided into four categories:

- **Individual** - Goods or services received from any individual.
- **Committees/PACs** - Goods or services received from political committees, including political action committees and state party committees.
- **Unions & Associations** - Goods or services from unions, associations and trusts. Provide the name of a principal officer of the contributing organization.
- **Other** - Goods or services received by the candidate or committee from any other source.

The Receipts schedule includes tabs for candidate loans and bank interest. These types are not relevant to in-kind contributions.

#### **Description**

In-kind contributions require a description of the item or service being contributed. Descriptions are limited to 50 characters. Some examples would be:

- office supplies, postage, etc.
- pizza for staff
- t-shirts

## **Detail Section**

Please see the *Detail* help section, page 15, for an explanation of the detail section, located in the lower section of the schedule.

## Liabilities

This schedule is for the data entry of all records of loans, unpaid bills or other campaign-related debts of the candidate or committee. Loans from the candidate to the committee should be added on the Receipts schedule under the Candidate Loans tab.

## **Data Entry Section**

The data entry section is located in the top section of the schedule. This section allows you to enter new liabilities and edit existing ones. Please review the description of each field below.

### **Data fields**

- **Date** - The date the loan was made or the debt was incurred.
- **Amount** - The original amount of the liability.
- **Name**,
- **Address**,
- **City/Town**,
- **State**, and
- **Zip** of the party owed.
- **Description** - A description of the liability, e.g. printing, advertising, etc.

## **Detail Section**

Please see the *Detail* help section, page 15, for an explanation of the detail section, located in the lower section of the schedule.

## **Adding a Payment**

To make a payment toward a liability, partial or full, right-click on the liability (existing liabilities appear in the detail section located below the data entry section). Choose the option “Make a payment” and provide the date, amount and check number when the form appears. An expenditure will be added automatically to the Expenditures schedule and the current amount of the liability will be reduced by the amount of this payment.

## **Consequences of Adding a Payment**

The original amount of the liability will still be stored along with the current amount. Any subsequent changes to the linked expenditure/payment will cause the current amount of the liability to be recalculated. Payments to liabilities will appear in blue on this schedule immediately beneath the related liability (in white) in the detail section. Because of the relationship between liabilities and their payments, as well as the relative low number of liability



records in most committees, existing liabilities cannot be sorted in the manner in which other schedule items can be sorted.

### Reimbursements

The Reimbursements section is used to manage all reimbursements for expenditures made on behalf of a candidate or committee by an authorized third party, such as a candidate, campaign worker or another agent of a committee. A separate "R-1" form is generated for each reimbursement and filed with the applicable campaign finance report for the period. In the case of a depository candidate, it is directly e-filed with OCPF.

As reimbursement records are added, a tree or directory of the records will appear under the word "Reimbursements". You can expand each reimbursement to show its sub-items by clicking on the plus sign (+) to the left of each reimbursement.

### **Reimbursement Options**

By right-clicking on the white portion of the screen, you can access reimbursement options. The following options are available:

- **Group by Reimbursee** – Groups reimbursements by the party being reimbursed. Click on the expand symbol (+) to show the reimbursements for that reimbursee.
- **Group by Report** – Groups reimbursements by campaign finance report (102 report). If a reimbursement's date falls inside a report's reporting period, it will be shown as a sub-item of that report. Click on the expand symbol (+) to show the reimbursements for each report. Reimbursements that do fall in any report's period will be added to a group labeled "Unassigned."
- **Remove Groupings** – Resets any grouping that was set using the two options above and sorts reimbursements by date then by vendor.
- **Collapse All** – Hides all sub-items.
- **Expand All** – Shows all sub-items.

### **Reimbursement Actions**

Along with the above options, the Reimbursements section has the following options, accessible through the buttons on the right-hand side of the screen. With the exception of "Add," you must select a reimbursement or reimbursement sub-item to perform the action.

- **Add** – Opens a form to add a reimbursement.
- **Edit** – Opens the selected reimbursement for editing.
- **Delete** – Deletes the selected reimbursement or reimbursement sub-item.
- **Add to B** – Adds the reimbursement payment to Schedule B, Expenditures.

### **Depository Candidates and Committees only**

- **Preview** – Print-previews the R-1 form for the selected reimbursement.

- **Print** – Prints the selected reimbursement.
- **E-File** – Begins the e-filing process for the selected reimbursement. Please see the *Electronic Filing* section for more information.

### **Adding a Reimbursement**

Add a reimbursement by clicking on the “Add” button. This will open a form for the reimbursement summary with the following fields:

- **Date Paid** – The date the reimbursement check was written to the reimbursee, the authorized party making the underlying transactions.
- **Check #** – The number of the committee check to the reimbursee;
- **Reimbursee** – The name of the authorized party who made the underlying expenditures on behalf of the committee.
- **Itemized Expenses** – A read-only field that will show the total amount of underlying transaction items entered on the Detail tab. To enter the underlying transactions, you can either click on the Add Expense(s) button or click on the Detail tab.
- **Unitemized Expenses** – Used to enter the total of any expenditures that are \$50 or less for which the reimbursee is being repaid. These items are not itemized.
- **Total Amount** – A read-only field that will show the total amount of itemized expenses entered plus the sum of the unitemized expenses. This field recalculates as items are entered into the software.

### **Adding sub-items**

You must separately itemize any expense over \$50 under the detail section of the “Add Reimbursement” form. The detail section is almost identical to the Expenditures schedule.

After you are finished adding any sub-items, click the “OK” button to add the reimbursement. You will be asked whether or not you wish to add the reimbursement payment to Schedule B, Expenditures. This is recommended. If you choose “Yes,” you may have to provide the address of the reimbursee if Reporter cannot find it from a previously entered expenditure. Reporter will link this expenditure to the reimbursement. If the reimbursement date or total amount is changed, Reporter will update the expenditure. If the reimbursement is deleted, the expenditure will be deleted. Please see the *Synchronized Items* help section for more information.

### Committee Credit Cards

The Committee Credit Cards screen is used to manage credit cards that are used exclusively for committee use. It is not intended for campaign-related charges on personal credit cards. A separate CPF-9 form is generated for each committee credit card statement. For depository candidates, the CPF-9 is separately e-filed. Non-depository candidates and committees file CPF-9 forms in conjunction with their 102 reports.

<p><b>NOTE:</b> You must add a credit card account before adding statements.</p>
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As statements are added, they will appear under the word "Statements" and their respective credit card account. Once added, you can expand each statement to show its charges by clicking on the expand sign (+) to the left of each statement.

### **Credit Card Options**

By right-clicking on the white portion of the screen, you can access credit card options. The following options are available:

- **Group by Report** – Groups statements by campaign finance report (102 report). If a statement's date falls inside a report's reporting period, it will be shown as a sub-item of that report. Click on the expand symbol (+) to show the statements for each report. Statements that do fall in any report's period will be added to a group labeled "Unassigned." This option is only visible when you are grouping by account.
- **Group by Account** – This default grouping groups statements by credit card account. It is only visible when you are grouping by report.
- **Collapse All** – Hides all sub-items.
- **Expand All** – Shows all statements and their sub-items.

### **Committee Credit Card Actions**

Along with the above options, the Credit Card section has the following options, accessible through the buttons on the right-hand side of the screen. With the exception of "Add," you must select a statement or sub-item to perform the action.

- **Add (Credit Card) Account** – Opens a form to add an account. You must do this before adding a statement.
- **Add** – Opens a form to add a statement.
- **Edit** – Opens the selected statement for editing.
- **Delete** – Deletes a statement or a single charge, whichever is selected.
- **Add to B** – Adds the credit card payment to Schedule B, Expenditures.

### **Depository Candidates and Committees only**

- **Preview** – Print-previews the CPF-9 form for the selected statement.
- **Print** – Prints a CPF-9 form for the selected statement.
- **E-File** – Begins the e-filing process for the selected statement. Please see the *Electronic Filing* section for more information.

### **Adding an account**

Add a statement by clicking on the "Add" button. This will open a form to add a statement. Provide the full name of the credit card account, an abbreviation and address information. The address information is used when adding payments to Schedule B (Expenditures).

### **Adding a statement**

Add a statement by clicking on the "Add" button. This will open a form for the statement summary, which contains the following fields:

- **Account** – This list contains all credit card accounts you've added to the software. Please select one.
- **Month** – Select the month that most closely matches the statement.
- **Year** – The current reporting year.
- **Beginning Date** – The beginning date of the statement period.
- **Ending Date** – The ending date of the statement period.
- **Unique Identifier (read-only)** – A unique ID made up of your account abbreviation, statement month and year.
- **Check #** – The number of the committee check used to pay this statement.
- **Payment Date** – The date the payment check was written. If no payment was made, use the beginning date of the statement period.
- **Beginning Balance** – The amount owed at the beginning of the statement period. If the account was not paid in full in the last statement, carry forward the ending balance from the last CPF-9 filed.
- **Itemized Expenses (Read only)** – The total amount of charges entered on the Detail tab. To add itemized charges, you can either click on the Add Expense(s) button or click on the Detail tab.
- **Unitemized Expenses** – Used to enter the total of any expenditures that are \$50 or less which occurred during the statement period and have not been itemized in the detail / subitem section.
- **Total Charges (Read only)** – The total amount of all expenditures, both itemized and unitemized. This field recalculates as charges are added.
- **Finance Charges** – This amount should include any charges assessed by your credit card provider during the statement period.
- **Payments & Credits** – The amount you paid to the credit card provider during the statement period. Any refunds or credits to the account should also be added to the total amount in this field.
- **Ending Balance (read-only)** – The total amount owed at the end of the statement period after calculating total charges, finance charges, payments and credits.

### **Adding Sub-items (Charges)**

For any charge over \$50, you must separately itemize it under the detail section of the “Add a Credit Card Statement” form. The detail section is almost identical to the Expenditure schedule. The exception being that the expenditures are attached to the statement as opposed to the 102 report. There is one additional field for credit charges. The name of the person who authorized the charge should appear in the “Auth. By” field.

After you are finished adding any sub-items, click the “OK” button to add the statement. You will be asked whether or not you wish to add the statement payment to Schedule B, Expenditures. This is recommended. Reporter will link this expenditure to the statement. If the

statement date or total amount is changed, Reporter will update the expenditure. If the statement is deleted, the expenditure will be deleted. Please see the *Synchronized Items* help section for more information.

### Assets Disposed

This schedule is for the data entry of all records relating to the sale, donation or other disposal of physical goods of \$1,000 or more in value that were previously acquired by the political committee. This schedule has the following fields:

- **Date** - The date that the asset was disposed of. Please ensure the date is correctly formatted. See the *date format* help section for more information.
- **Current Value** - The value of the asset at the time of disposal. Please ensure the value is in a correct currency format. See the *currency format* help section for more information.
- **Description** - A description of the asset disposed.
- **Name** - The name of the entity receiving the asset.
- **Address** - The full address of the entity that receives the asset.
- **Manner Disposed** - Some examples of manners disposed are: donation, sale or trash.

### **Detail Section**

Please see the *Detail* help section, page 15, for an explanation of the detail section, located in the lower section of the schedule.

### Savings

The Savings schedule is used to enter savings balances for the D102 report. There should be one entry per savings account. Before each D102 filing, add a new balance or update an existing balance to reflect the balance amount as of the last date of the D102 reporting period.

<b>NOTE:</b> The Savings section is only for depository candidates.
---

### Synchronized Items

Reporter considers some report items to be one transaction, although they are reported as multiple records on more than one report schedule. These records are linked together by Reporter. The following is a list of item links that Reporter creates:

- **Candidate loans.** When a candidate loan is entered under receipts, a linked liability is created. Any changes to the original receipt will change the original amount of the liability.

- **Liability payments.** If on the liability screen, a user makes a payment towards a liability using the context menu. An expenditure is created and linked to the liability. If the amount of the expenditure is changed, the liability's current amount is adjusted.
- **Reimbursement payments.** After a reimbursement is entered, Reporter will prompt the user if they want to “Add to Schedule B”. If the user responds affirmatively, an expenditure is added that is linked to the reimbursement. If the reimbursement amount or date is changed, the expenditure is changed to match it.
- **Credit card payments.** After a credit card statement is entered, Reporter will prompt the user if they want to “Add to schedule B”. If the user responds affirmatively, an expenditure is added that is linked to the reimbursement. If the reimbursement amount or date is changed, the expenditure is changed to match it.

## Deposit Reports

The Deposit report or D106 is the primary mechanism for committee reporting for depository committees. One D106 report should be filed for each deposit. Deposit reports are identified using a deposit sequence number. Deposit reports can be amended.

### **Creating a Deposit**

Deposits can be created from either the Receipts schedule or the OCPF Reports section. From the Receipts section, right-click on any receipt and select the option “Create a Deposit”. Any selected receipts will be added to the deposit. You may select the receipts to include in the deposit after you select “Create a Deposit” as well.

### **Create A Deposit**

The “Create A Deposit” form allows you to create deposit reports for later filing and printing. The following list describes the steps required for creating a deposit:

#### **Deposit Date**

This date defaults to the current date. Change it to the day the deposit was made, if necessary.

#### **Deposit Number**

This identifier differentiates deposits occurring on the same day in the Electronic Filing System (EFS). It will automatically change if deposits already exist for the deposit date selected.

#### **Total Deposit**

This amount is calculated based on the receipts selected. It will update if you select or un-select receipts.

#### **Receipt Selection**

This is a list of all receipts that have not been assigned to a deposit. Please select the receipts that are part of your deposit by double-clicking on them. If you select receipts on the Receipts schedule before opening this form, those receipts will already be selected.

### **Finishing the Report**

When you are finished selecting the receipts, click the “OK” button. You will be directed to the OCPF Reports section and your deposit will appear in the deposit list. Please see the *Official Reports* help section for more information.

### **Changing the Deposit Date**

The deposit date can be changed after you create a deposit by double-clicking on the deposit from the OCPF Reports section.

### **Adding/Removing Receipts**

You can add receipts to the deposit with the following steps:

- Go to the Receipts schedule.
- Select the receipt you wish to add.
- Right-click and choose the option “Add to a deposit.”
- Select the deposit from the list of existing deposits.
- Click “OK”.

You can remove receipts from the deposit with the following steps:

- Go to the Receipts schedule.
- Select the receipt you wish to remove.
- Right-click and choose the option “Remove from Deposit.”

You can also remove the receipt from the deposit using the Items form. The Items form is accessible through the OCPF Reports section using the “Items” button. Right-click on the item after selecting it and choose the option “Remove item from deposit”.

### **Editing Receipts**

To edit a receipt attached to a deposit, use the Receipts schedule. Any changes to the receipt will be reflected when the deposit is e-filed, printed or print-preview.

### **Adding an Unitemized Amount**

To add a unitemized amount to a deposit. Use the “Add Unitemized Total” tool from the Receipts schedule and select the item when creating a deposit. See the *Add Unitemized Total* help section for more information.

## **Reports**

Reporter produces two types of reports:

- **Official Reports** - Meant to satisfy campaign finance legal reporting requirements. These reports include 102 reports and deposit (D106) reports.
- **Analysis Reports** - Advanced reports you can use to analyze your data.

## **Simple Item Exports**

As an alternative to analysis reports, you can export items from their respective schedules. To export items, right-click on the schedule and choose “Export to File.” You can change the output format in the *Options: Preferences* section. Use filters to limit the data you export.

## **Official Reports**

### **OCPF Reports**

The Reports screen is used to manage the creation, editing, printing and filing of official OCPF campaign finance reports. Your filer type will determine the format of the reports screen. Depository candidates will have two tabs: one tab displays deposit reports and the other tab displays initial, year-end, dissolution and other D102 reports filed with OCPF. Non-depository candidates will have a single tab that displays a list of all 102 reports entered into the system.

### **Report Actions**

#### **Create**

Click on this button to create a new official report. A form will open with a selection of reports to file. If you cannot find the report you need to file, please verify that your filer type selection under Committee Information is correct. After you have selected the report type you wish to file, click on the “Next” button. On the next page, select the beginning and ending date for your report. The report year will be automatically filled in based on your ending date selection. After you have set these dates, click on the Finish button. If you are attempt to create a report with a beginning or ending date that falls within the reporting period of another similar report, a warning message will appear notifying you of an existing report with an overlapping period. You must then adjust your date selections for the report.

#### **Delete**

Click on this button to delete a report. You must first select a report from the displayed list before you can use this button. Deleting a report does not affect the data that you have entered in the software, so you can safely delete a report without deleting any of your records. You must confirm this deletion to prevent the accidental loss of a report.

#### **Edit**

Click on this button to edit the report type, reporting period dates, report year, beginning balance or bank name of the report. You cannot edit schedule items using this button. Individual items are edited on their schedule screens. You must first select a report from the displayed list before you can use this button.

#### **Items**

Click on this button to view a list of items that will appear on this report. Each category of records is grouped by category name and total dollar amount reported. You can use the expand (+) symbol to show sub-items of that category. You cannot edit schedule items using this button. Individual items are edited on their respective schedules. You must first select a report from the displayed list before you can use this button.



**(Print) Preview**

Click on this button to see how a report will look in printed form. If you click on the printer icon on the preview screen, Reporter 4 will print the report using your default printer. You must first select a report from the displayed list before you can use this button.

**Print**

Click on this button to print a report. Clicking on this button will display a dialog box that you can use to select which printer you would like to use and make any other print selections, such as paper source, number of copies, etc. You must first select a report from the displayed list before you can use this button.

**E-File**

(Electronic filing candidates and committees only)

Click on this button to electronically file your report using the OCPF Electronic Filing System. You will be prompted with a form asking you if the report is being filed as an amendment. If true, select “Yes” and provide a reason (1000 characters or less) and click “OK”, if not, simply click “OK”. Reporter 4 will open a web page - enter your password and click “File report with OCPF”. See the *Electronic Filing* section for more information. You must first select a report from the displayed list before you can use this button.

**Archive**

Click on this button to create an archive file of the report in XML format. The file will contain all of the records attached to the report selected. The default file path for this file is: *C:\Program Files\Reporter 4\export\*. You must first select a report from the displayed list before you can use this button.

**Reporting Periods**

If you are unsure about the reporting periods of the report, see the *Reporting Periods* help section.

**Amendments**

If you wish to file an amended report, see the *Amendments* help section.

**The D102 Report****Reporting Period**

Provide the beginning and ending date for the report. Please see the *Reporting Periods* help section for more information.

**Report Year**

The year of the report is based on the ending date. Please confirm that any year-end reports end on the last day of the year.

## Choose A Type

There are four types of D102 reports:

- **Year-end** - This report covers the entire year unless an initial report was filed during the year. In that case, it will begin the day after the ending date of the initial report.
- **Initial** - This report is filed when your committee is organized.
- **Dissolution** - This report is filed when you wish to dissolve your committee. You may not have liabilities or a cash balance when you dissolve.
- **Other** - This report is not normally filed. It is usually filed at OCPF's request under special circumstances.

## Continue

After the report type and period are provided, click "Continue." Reporter will calculate the financial summary information based on the underlying schedules.

## Itemizing Receipts and Expenditures

If you have elected to data enter bank expenditures, the total of the expenditures that fall in the reporting period will appear as unitemized expenditures. Otherwise you must total your expenditures for the year and enter the number in the unitemized expenditures line.

Most expenditures and receipts are itemized throughout the year through the D106 reports filed by the committee and D105 reports filed by the bank. However, in some cases, you must itemize receipts and expenditures. Any receipts received in the reporting period but deposited after the reporting period should be itemized. To itemize them, click the "Itemize" button located next to the itemized receipts line to select the receipts to itemize.

For checks that were written in the reporting period but have not cleared by the end of the reporting period, please enter them in the expenditures schedule and select them using the "Itemize" button located next to the itemized expenditure line.

## Bank Name

Provide the name of your depository bank and any other financial institution in which you hold savings accounts or any other funds.

## Finish

Click the "Done" button after you are finished. Reporter will validate the report and warn you of any potential problems. You can edit the report after you add it by double-clicking on it. See the *Official Reports* section for more information.

## Analysis Reports

In addition to official reports, Reporter 4 can also create unofficial or custom reports for your own use. The Analysis Reports screen offers five different types of custom reports and allows you to customize each one by setting sort, group, date and amount criteria.

## Report criteria

When creating a customized report, you can filter the records in the report by date. To do so, enter a beginning and/or ending date in the fields labeled “Earliest” and “Latest.”

You can also set a maximum or minimum amount for items to be included in the report. Both of these fields are optional.

## Report Output

Analysis reports can be outputted to multiple formats. Choose an output format by using the drop-down box labeled “Output.” You can choose to create your report as:

- **A printed report** – the software will send your report to your default printer.
- **A Microsoft Excel spreadsheet** – the file will be created, by default, in the *C:\Program Files\Reporter4\export\* folder.
- **An HTML file** – the report will be in the form of a web page. The file will be created in the *C:\Program Files\Reporter4\export\* folder by default.

## Report Types

### Receipts

This report will include all receipts for the defined period. If the “Include In-kinds” checkbox is checked (click on the box to make a check mark appear) the report will include all in-kind contributions received during the defined period as well.

There is a drop down list provided to group receipt records by contributor (name), contributor type, tender, city or town, or zip code. This report can also be sorted by name, date or amount. You can use any combination of grouping and sorting options to customize your report.

You also have the option to compress address, employer, occupation, principal officer and CPF ID information to a single line to reduce the size of printed reports.

### Expenditures

This report will show all expenditures for the defined period. If the "Include Subitems" checkbox is checked the report will also include all itemized reimbursement items and committee credit card charges that fall within the defined period.

There is a drop-down list provided to group expenditure records by (name) or by purpose. This report can also be sorted by vendor (name), date, vendor, amount or purpose. You can use any combination of grouping and sorting options to customize your report.

### PAC Contributions

This report will show all contributions received from political action committees organized with OCPF.

**Contributions to Candidates**

This report will show all contributions made to Candidates and Committees organized with OCPF.

**Missing Occupation/Employer**

This report will show all receipt and in-kind contribution records that have missing occupation and/or employer information.

Electronic Filing

Under M.G.L. Chapter 55, Section 18C, the following candidates and political committees are required to file their reports electronically if they exceed their applicable threshold of activity:

Governor	\$50,000 or more raised or spent during an election cycle
Lieutenant Governor	
State Secretary	
Attorney General	
State Treasurer	
State Auditor	
Governor's Councillor	\$5,000 or more raised or spent during an election cycle
State Senator	
State Representative	
State Political Party Committee	\$10,000 or more raised or spent since December 31st following the last state election
State Political Action Committee	
State Ballot Question Committee	\$25,000 or more raised or spent since December 31st following the last state election

**Other Offices**

Under M.G.L. Chapter 55, Section 18C, the following candidates and political committees are required to file their reports electronically regardless of their level of activity:

- Candidates for county offices; and
- Candidates for mayor or councilor-at-large in Boston, Cambridge, Lowell, Springfield and Worcester.

Local party committees are only required to file reports if their activity exceeds \$100 in a calendar year and are not required to file their reports electronically unless their activity exceeds \$10,000 in a calendar year.

### **The process**

Use the following steps to e-file your report:

1. For 102 reports and D-106 (deposit) reports, go to the Reports section and select the report that you wish to e-file.
2. Click on the button labeled “E-File”.
3. If the report is being filed as an amendment, select “Yes” and provide a reason for the amendment.
4. This will create a web page and open your browser to it. Fill in your password.
5. Click the button labeled “File report with OCPF”.
6. You should receive a confirmation or a rejection page.
7. If you receive a confirmation page, print it out and save it for your records.
8. If you receive a rejection page, please contact OCPF.
9. Use the button labeled “E-Filed” to mark the report as e-filed for your records.

For depository committees, CPF-9 (credit card) and R-1 (reimbursement) reports should also be e-filed. Go to either the reimbursements or committee credit card section and select the appropriate item to e-file. Follow steps 2-9 above.

### **Amendments**

An amended report should be filed if any information on the original report changes after it has been filed. Reporter recompiles any time the report is printed, print-previewed or e-filed. Therefore, you can change any underlying report items and re-e-file the report.

When e-filing the report, you will be asked if the report is an amendment, select “Yes” and provide the reason for amendment. This applies to depository committees filing reimbursements or CPF-9s (committee credit card statements) as well.

### **Reporting Requirements**

Reporting requirements differ greatly for the two categories of candidates – depository and non-depository committees.

#### **Depository Committees**

Depository committees file in conjunction with their depository bank. The bank files expenditure and monthly summary reports directly with OCPF. The candidate or committee files **D106** (deposit) reports itemizing receipts received by the committee.

In a non-election year (the candidate is not on a ballot) the committee must file all of their D106

(deposit) reports for the month on or before the 5th day of the following month.

In an election year (the candidate is on a ballot) the committee must file their D106 (receipt) reports in accordance with the following schedule:

- **January - June** - The committee files all of their D106 reports for the month by the 5th day of the following month.
- **July - December** - The committee files all of their D-106 reports for the first through the 15th day of the month on or before the 20th day of the following month. The committee files all of their D-106 reports for the 16th through the end of the month on or before the 5th day of the following month.

The depository financial institution files its expenditure and monthly summary reports under the same schedules.

In addition, depository committees file **CPF-9** and **R-1** reports each time a committee credit card statement is received or a reimbursement is made, respectively. Depository committees must file R-1 reports within thirty days of making the reimbursement expenditure. CPF-9 reports must be filed on or before the 15th day of each month covering the entire statement period of the most recent credit card statement received prior to the date of filing.

Finally, each depository committee files a year-end **D-102** report with OCPF, summarizing the year's activity, on the 20th of January of the following year. All of these reports are filed directly with OCPF.

## **Notes**

### **Savings Balances**

The Savings Balances schedule will only be attached to year-end reports.

### **Assets Disposed**

The Assets Disposed schedule will only be attached to year-end and dissolution reports.

## **Non-depository Committees**

Non-depository committees either file 102 reports with OCPF or, in the case of municipal filers, with the local town or city clerk. Each time a 102 report is filed, Reporter will find all report items that fall in the report's reporting period and attach them to the 102 report. This includes reimbursement and credit card statements.

The 102 reports are due eight days before each primary (pre-primary) and general (pre-election) election as well as the 20th of January of the following year (year-end). Candidates who did not seek office in a calendar year are required to file only one report, on the following January 20th.

## **Notes**

### **Credit Card Summaries**

If the payment date (or statement received date if no payments are made) of the credit card summary falls in the reporting period of the report, the credit card summary will be attached to that report.

## **Assets Disposed**

The Assets Disposed schedule will only be attached to year-end and dissolution reports.

## Reporting Periods

### **Non-depository Committees (except state ballot question committees)**

#### **Pre-primary Reports**

If this is the initial report with OCPF, it should have a reporting period starting from the day after the last election was held for the applicable office. Subsequent filings' reporting periods should start the day after the previously filed report's ending date. The reporting period ends 18 days prior to the primary election.

#### **Pre-election Reports**

The pre-election report's reporting period should start the day after the previously filed report's ending date. The ending date is 18 days prior to the general election.

#### **Year-end Reports**

If this is the initial report with OCPF, the report should have a reporting period starting from the day after the last election was held for the applicable office. Otherwise, the reporting period should start the day after the previously filed report's ending date. The year-end report's reporting period ends the last day of the year.

## **Notes**

### **Special Elections**

Candidates involved in special elections should follow the above pre-primary and pre-election reporting periods. Special elections also require a 30-day after report. The reporting period for this report starts the day after the pre-election report's reporting period ends and ends 20 days after the relevant election. The report is due 30 days after the special election. If a candidate maintains a committee or has money or liabilities outstanding after the post-election report, he or she must file a year-end report covering subsequent activity.

### **Non-candidate committees**

Non-candidate committees are required to file a pre-primary, pre-election and year-end report for each election year and a year-end report for each non-election year. Non-candidate committees are not required to file reports for special elections.

### **Depository committees**

Depository committees file four different types of reports with OCPF. The following list details each type of report.

- **D102 Reports** - If this is the initial report with OCPF, the report should have a reporting period starting from the day after the last election was held for the applicable office and ending on the date the depository financial institution was designated. The reporting period of the second report should begin on the day following the day the depository financial institution was designated and should end on the last day of the year. The

reporting period of all subsequent reports should begin on the first day of the year and end the last day of the year. Year-end reports are due the 20th day of January of the year following the end of the reporting period.

- **D106 (Deposit) Reports** - D106s or deposit reports should be filed by the 5th of each month for all deposits made during the previous month during a non-election cycle. During an election cycle, the last six months of an election year, D106s for deposits made before the 15th of each month should be filed by the 20th of that same month. Deposits made between the 16th of the month and the last day of the month should be filed by the 5th day of the subsequent month.
- **CPF-9 (Committee Credit Card) Reports** – CPF-9 reports should be filed on or before the 15th day of each month covering the entire statement period of the most recent credit card statement received prior to the date of filing.
- **R-1 (Reimbursement) Reports** - R-1 reports should be filed within 30 days of making the expenditure to reimbursee, the authorized individual who made the underlying transactions.

### State ballot question committees

Report Name	Due Date	Reporting Period	
		Start	End
Initial Report	Committee's organization date	Day after the last biennial state election	Committee's organization date
60-Day Preceding Election	60 Days prior to the election in which the question appears on the ballot	Day after committee's organization date	5th day preceding the due date (the 65th day preceding the election)
5th Day of the Month Report	5th day of the month following the reporting period*	Day after the 60-Day Preceding Election Report end date	The last day of the preceding month
		Subsequent reports: 16th day of the preceding month	
20th Day of the Month Report (includes November 20th)	20th day of the month following the reporting period*	Day after the 60-Day Preceding Election Report end date	15th day of the preceding month
		Subsequent reports: 1st day of the preceding month	
Year-End	January 20th of the following year	Election Year: Day after November 20th end date	December 31st
		Subsequent Years: January 1st	December 31st
*If the 5th or 20th falls on a holiday or weekend, the report is due the following Monday.			



## File Functions

### Backup

Reporter's backup feature creates backups of your data in the form of XML files. Reporter 4 will create up to 4 XML files in the default backup folder. The original file is labeled with the committee's name. The next three backup files will use the original file name and a number sequence from 001 to 003. The fifth backup file created will overwrite the original file. This rotation has been established to save hard disk space. To avoid overwriting backup files, you can save the files to a different location on your hard drive, to a floppy disk or a network drive.

### **Backup File Types**

Reporter has three different types of backups. Each different type of backup can be accessed by clicking on the appropriate tab. The backup function is accessible through the File menu.

### **Full Backups**

This feature creates a backup copy of the data file that contain all your committee's records. Other information such as preference settings and filer information are backed up as well in separate files that can be restored separately.

### **By Report**

This backup type will save your data by report. Therefore, the only records that will be saved to the backup file are those with a date that falls within the reporting period of the report that you select. You cannot use this backup type until you have created at least one campaign finance report.

### **Partial**

This backup type will save any records that fall within the parameters chosen. You can specify a date range by typing dates in the Start and End fields. The date range is inclusive. You can also specify which categories of records you would like to save by clicking on the checkboxes of the categories of records you would like to save. If you do not make any selections on the Partial Backup tab, a full backup will be performed.

### **Backup File Location**

The backup file location, the destination of your backup file, is displayed at the bottom of the screen. The default file path for this folder is *C:\Program Files\Reporter4\backup\*. You can change the default destination by changing it in the *Options: File Locations* section.

### Restore

The Restore feature restores data from backup files to the application. It has two different types of data restorations. Each option is accessible through the tabs on the Restore screen.

## **Replace**

This restore type will replace any existing xml data file with the backup xml file. Any current data in the application will be archived.

## **Append**

This restore type will add records from a backup file to the application. No records will be lost, but some records could be duplicated if they are in the current data and the backup file. You can specify which records to append from the backup file by clicking on the checkboxes of the categories of records you would like restore.

## **Backup file location**

The backup file location that will be used for the restore function is displayed at the bottom of the screen in the Select File field. You can change the backup file location by clicking on the “Browse” button.

## Update Reporter

The Update feature checks OCPF's website for new versions of the application and updates Reporter if one is found. The Update feature is used to update application files as they become obsolete. Any auxiliary file or the application file itself may be updated.

The Update feature requires an Internet connection. Reporter 4 initially attempts to update itself each week. If you wish to change the auto-update schedule, you can change it in the Options section. For a more technical explanation of the update feature, see the *Technical: Reporter Updates* section in the Reporter 4 help file.

## **Auto-Backup**

Auto-backup backs up your data each time you close the application. The auto-backup feature, when enabled, will backup your data each time you close Reporter. The backup is the same as if you did a full backup manually. Backup files are saved to the backup folder set in the *Options: File Locations* section. You can also disable the auto-backup feature under the Options section.

## Tools

The Reporter 4 software contains a number of tools:

- **Contributors** - Allows you to edit the contributor records that you've entered.
- **Add Unitemized Total** - Allows you to enter a monetary total of items, each of which is \$50 or under, that you do not wish to itemize in the software.
- **Migrate** - Imports data from either Reporter 3 or Depository Reporter.
- **Utilities** - Sends your data file to OCPF for technical support or receives a repaired file afterwards.
- **Mail Merge** - Creates a file to be used by external programs for mail merges.

- **Find Candidate or Committee** - Finds information on a candidate or committee registered with OCPF.
- **Change Column Settings** - Allows you to change how existing records are displayed in each schedule.
- **Bank Reconciliation** - Assists you in reconciling your campaign finance records with your bank account statements.
- **Options** - Allows you to customize how Reporter 4 functions to better suit your needs.

### Contributors

When receipts or in-kind contributions are added, Reporter will check if the contributor information exists in the Contributors section. If not, Reporter will add a new contributor record. Accessing the Contributors section allows you to see contributors' most current address, occupation and employer information, review their contributions to your committee, and add or edit contributor information.

### **Contributions**

Contributions appear in two different ways. First, they appear as an aggregate total in the detail section. When the contributor section is opened, the aggregate total will represent all contributions entered in the software. You can show a single year's contributions by changing the field labeled Year in the bottom right on the data entry section. Second, contributions can also be displayed individually. When a contributor record is selected in the detail section, the information will appear in the top data entry section. A list of all contributions received from that individual will appear in the white box on the right side of this section. If the contribution has an asterisk next to it, it is an in-kind contribution.

### **Removing Duplicates**

If a contributor's name is spelled or entered differently between contributions, Reporter treats them as distinct individuals and creates separate contributor entries. To remove these duplicates, you can use the Consolidate Contributors option to combine the two contributors. See the *Consolidating Contributors* help section below for more information.

### **Updating Contributors**

You can update a contributor by selecting the contributor on the detail section (below). The contributor information will appear in the entry section located at the top of the screen. You can make changes and click the "Update Contributor" button. You will then be asked if you want to update all receipt records related to this contributor. You may not wish to take this action, however, because receipt records should reflect the contributor's name, address, occupation and employer **at the time of receipt**.

Often times, contributors can change addresses or their place of employment between contributions. For example: Jane Doe makes a contribution to your committee in January 2005. In February, she moves from 100 Main St. to 1000 Washington St. Jane then makes another donation in May. The first contribution record will have a different address than the second contribution. In this case, you would not wish to update all receipts because the first contribution

would be updated with the 1000 Washington St. address, which would be incorrect. The information that appears on the contributor list should contain the contributor's latest information.

### **Consolidating Contributors**

Reporter has a feature to combine two contributors into one unified contributor. To access this feature from the Contributors tool, select two contributors from the detail section. You can select two contributors by clicking on the first one, holding down the “Control” (Ctrl) key and clicking on a second contributor. After both contributors are selected, right-click on one of the selected records and choose the option “Consolidate Contributors”.

A form will appear showing each contributor's information. Select the contributor information that you'd like to keep by checking off the box next to the name. Click the “OK” button. Now all receipts will be attributed to the contributor you checked off. The other contributor will be deleted from your records.

### **Contributors – Contributor ID**

Reporter 4 uses a complex contributor information system. The contributor system was created to identify contributing entities. Using the first and last name of an individual, or the name of a non-individual, a contributor record is created with a contributor ID number. This number is used to tie receipts to the contributor.

One advantage of this system is if a contributor changes addresses between contributions, Reporter will ask the user, as long as the name matches, if the contributor is the same entity as the previously entered contributor. If the answer is Yes, Reporter will update the contributor's address. The contributor will still have the same contributor ID so it will be linked to both receipts but have the latest address information.

This contributor information is also used to auto-fill data entries. If Reporter detects that the name attached to a receipt being entered matches an existing contributor, it will fill in the address and other information automatically.

Reporter also uses the contributor ID to present warnings to users related to aggregate contribution limits. For example, if a contributor gives more than \$500, in aggregate, during the calendar year, Reporter will alert the user that the contributor has exceeded the contribution limit. Please see the *Contribution Warnings* help section for more information.

### **Contribution Limits**

The campaign finance law specifies limits on certain contributions per calendar year. Reporter will attempt to warn you of any contributions that appear to exceed statutory limits. In some cases, Reporter will not be able to determine what type of entity is contributing to your campaign, and therefore may not be able to provide warning of a possible excess contribution. Please refer to the contribution limit chart available at [www.mass.gov/ocpf](http://www.mass.gov/ocpf) or check with OCPF if you are unsure of the applicable limit.

## Migration

Reporter 4 has a utility to import data from previous versions: Reporter 3, used by non-depository committees, or Depository Reporter, used by depository committees. Reporter will choose an appropriate version based on your committee information. This allows users of previous software to continue to use data inputted using these earlier versions. You may access this feature by going to the Tools/Migrate menu option.

Reporter 4 will pre-select a software version to import from (either Reporter 3 or Depository Reporter) based on the type of committee you chose under the Committee Information screen. You also have a choice of what location to look for the previous software. Most users will leave the default location selected. If you moved the database or chose an alternative location during the installation of the previous software, click on the “Browse..” button and select the location of the previous software. Click the “OK” button to migrate the data.

### **Data Migrated**

Reporter will migrate the following information from Reporter 3/Depository Reporter:

- Contributors
- Receipts
- Expenditures
- In-kind contributions
- Assets Acquired
- Savings Account Balances (Depository Reporter only)
- Credit Card Accounts
- Credit Card Statement Summaries
- Credit Card Statement Charges
- Reimbursement Summaries
- Reimbursement Sub-items
- 102 Reports
- Deposit (D106) Reports (Depository Reporter only)

### **Potential Data Problems**

Reporter 4 will validate all data as it imports it. If data does not conform to its standards, Reporter will not migrate that data. Data that fails validation will be added to a list that will be displayed and saved after the migration process is finished. Examples of validation errors would include records with date fields that do not contain date values or fields that exceed maximum field sizes. If a migration error occurs, you may choose to manually enter the items that fail validation. The other option is to delete the Reporter 4 data file and re-migrate the data.

## Utilities

Although OCPF does not expect any problems with your data file, problems may arise during use of the software. The utilities section was created to streamline data transfers from and to OCPF's website.

This section should only be used if a member of OCPF's staff requests your data. After clicking on the "Upload.." button, you will have to choose the location where your data file exists and the password provided by the OCPF staff member. After OCPF staff reviews your data file, the staff member will contact you to download your data, presumably after any necessary corrections have been made.

## Bank Reconciliation

Bank Reconciliation is a new feature for the Reporter line of software. The Bank Reconciliation feature assists users in reconciling bank statements with their Reporter data. Users of Microsoft Money or Quicken may find this feature similar to those products. This feature displays receipts and expenditures as a running balance. You can choose to see all transactions or only transactions that have cleared the account. Credits and debits are based on records entered in the Receipts and Expenditures screen.

### **Transaction Types**

There are five different types of transactions. Each one of these transactions has a post date assigned to them.

#### **Beginning Balance**

The beginning date is the cutoff date that you would like to start the bank reconciliation. It can be the date the account was opened with the bank, or an arbitrary date that you feel that the balance can be accurately calculated. When you first enter the bank reconciliation screen, you will be prompted to provide a beginning date and the beginning account balance.

This beginning balance information can be edited at any time by right-clicking on any transaction and choosing "Change beginning balance". A dialog box will be displayed, with which you can change the beginning date and amount.

#### **Bank Interest**

Bank interest transactions can be added using the "Add Bank Interest" option. Once added, bank interest transactions will have a post date that matches their item date. Bank interest transactions appear separately from deposits (depository) and receipt groupings (non-depository).

#### **Expenditures (Including Bank Fees)**

Bank expenditures are based on expenditures added on the Expenditures schedule. Expenditures initially do not have a post date. When the expenditure clears your bank account, double-click on the expenditure and assign a post date.

#### **Savings Transfers**

Savings transfers have been provided for committees who keep a separate savings account and transfer money in and out of this account. Simply right-click on any transaction and choose the option "Add Savings Transfer" from the right-click menu.

You will have to provide a date, amount and a direction to the transfer. This will appear as either a credit or debit to the account depending on the direction of the transfer (TO or FROM the savings account).

**NOTE:** This will not affect depository savings balances for depository committees.

### **Non-depository Committees Only**

#### **Receipts Grouped By Date**

Receipts are grouped by date to prevent long lists of transactions and to better reflect deposits made to the bank account. Posted receipts and un-posted receipts are never grouped together. If you would like to assign post dates to existing receipt transactions, right-click on the receipt grouping and choose “Edit”, select the receipt(s) you’d like to assign a post date, right click and choose “Edit Post Date”, click the “OK” button and the next “OK” button, this will update that receipt's post date.

**NOTE:** The Receipt Groupings section applies only to non-depository committees.

### **Depository Committees Only**

#### **Deposits**

Any deposit created with Reporter will appear on the bank reconciliation. Each deposit has an “item date” which is the date that you assigned to the deposit when you created it. Deposits also have a post date. The date the bank posts your deposit to your account is the post date. You can assign a post date to the deposit by either double clicking on it or by right-clicking on it and choosing “Edit” on the right-click menu.

### **Post Date**

Each entry, regardless of its type, has a date and a post date. For instance, a receipt would have a date when the receipt was received, and also a post date indicating when the bank credited the receipt to the bank account. Savings transfers, on the other hand, have 2 dates, but the post date is always the same as the date. Expenditures have an item date - the date the check was written to the vendor and a post date, the date the check cleared the account.

Transactions that do not have post dates assigned to them will appear in grey. Transactions that have been assigned a post date, or intrinsically have one (the beginning balance, transfers, etc..), will appear in a normal black font.

### **Date Filters**

You can display a subset of the transactions by using a date filter. To use a date filter, simply provide a start and/or end date in the date fields provided in the top left. Any transactions that fall outside these provided dates will not be displayed but will still impact the running balance.

### **Cash Balance**

The Cash Balance option, if checked, will ignore transactions that have not posted for the purposes of calculating the running total. This could be helpful if you were to match your bank statement to the running balance but had a couple of checks outstanding.

### **Latest First**

This option, when checked, will reverse the transaction order. It will show the most recent transaction at the top and the earliest transaction at the bottom of the list.

### **Options**

Most of the options available in Bank Reconciliation can be accessed through the right-click menu. The following is a list of these options:

- **Edit** - Edits the currently selected transaction. You can only edit the post dates for deposits, receipts and expenditures.
- **Delete** - Deletes the currently selected item.
- **Clear Post Date** - Removes the post date for the item.
- **Add Savings Transfer** - Allows you to add a transfer to a savings account or from a savings account.
- **Add Bank Fee** - Selecting this option will direct you to the Expenditures schedule and select the “Bank Fees” tab. Add a bank fee and return to the Bank Reconciliation section.
- **Add Bank Interest** - Selecting this option will direct you to the Receipts schedule and select the “Bank Interest” tab. Add the bank interest and return to the Bank Reconciliation section.
- **Change Beginning Balance** - Displays a form you can use to adjust the beginning balance and date.
- **Show Only Unposted** - Hides all posted transactions. You can disable this option by returning to the right-click menu and selecting it again.
- **Show Only Posted** - Hides all unposted transactions. Selecting this option will disable the “Show Only Unposted” option if it has been enabled.

### Mail Merge

The Mail Merge function is provided for optional use in creating mailing labels or form letters using a file composed of the contributor information from the data you've entered into Reporter.

This mail merge file will contain the contributor's name, address, occupation and employer information. If you enter the salutation and the contributor's phone number and email address using the Contributors Tool, these fields will also be available in the mail merge file. In addition, the software gives you the option of entering the source of receipts so that you can later use this information to classify certain contributors or to filter classes of contributors for mail merge purposes. Please see the *Options: Source* help section for more information.

The Mail Merge feature allows you to filter contributions using the following criteria:



**Amount Range**

You can enter a minimum dollar amount of a contribution, maximum dollar amount of a contribution, or both, to narrow the list of contributors. You can also use the total amount a contributor has given for the year by clicking on the "Use Aggregate Amount" checkbox.

**Date Range**

You can select a range of dates by entering a start and end date in the text fields provided. The mail merge file will be inclusive.

**Source**

In order to take advantage of this feature, you must be using the optional Source tracking feature for Receipts. If you choose to use source tracking, you can select a source on the Mail Merge screen to narrow the list of records to only those with a matching source.

This screen also displays the mail merge file location so that you can locate the file after it is created. If you wish to change the default folder mail that merge files are saved to, see the *Options: File Locations* section.

**Example**

You would like to send special thank-you letters to all of the contributors that gave \$100.00 or more at your latest holiday fundraiser. You would:

1. Enter 100 in the minimum amount range;
2. Select "holiday fundraiser" from the Source drop down list and click the "OK" button.

**File Format**

Reporter uses a tab-delimited text format for the mail merge file. Tab-delimited text files are widely supported by database, spreadsheet and word processing programs. You have the option of using this text file as the data source for any program that you use to create mailing labels and form letters or you can directly import the data from the text file into any other program that allows you to perform data imports.

**Further Support**

The mail merge function was included in Reporter 4 to make contributor data more accessible to other software programs users may have. OCPF technical staff cannot assist you with any other software programs you may be using. Please consult the software manual or the software vendor for assistance with other programs.

**Find a Candidate or Committee**

This feature allows you to find registered committees and candidates while you are adding a receipt, in-kind contribution or expenditure. Reporter maintains a list of all active registered candidates and committees. Reporter checks for updated candidate and committee listings each time it auto-updates. Please see the *Reporter Updates* help section for more information.

To find a registered candidate or committee, you must type at least three characters of their name into the box at the top of the form. Reporter will display all committees found with those characters in their name. Double-click on the committee you wish to use. This will fill in the committee CPF ID, name and address information on the schedule data entry section.

### **Troubleshooting**

If you are unable to find a committee, it may be for one of the following reasons:

1. The candidate is a municipal candidate that does not file with OCPF. Most municipal candidates are not organized with OCPF and instead file with their local election officials.
2. The committee is a federal candidate or political action committee. Federal committees do not organize with OCPF.
3. The candidate has organized only recently and your candidate listing is out of date. You can check OCPF's latest candidate and committee database on OCPF's website, [www.mass.gov/ocpf](http://www.mass.gov/ocpf).
4. The candidate or committee has closed its campaign account with OCPF and is no longer active.
5. The contributor is a union, association or other entity. Unions and associations sometimes have political action committees. If the contribution is from the general fund of the union, not the PAC's funds, you will not find the union listed.

### **Add Unitemized Total**

This tool is used to insert an unitemized total to be added to the unitemized schedule total of a report. Separate records of each item should be kept; however. This tool does not affect your responsibility to track the source of ALL contributions received by your committee.

#### **Example**

Your committee has a fundraiser with ticket prices of \$10 each. You have paper records of the contribution dates and the names and addresses of each contributor. However, you do not wish to enter each contribution into the software since this is your only fundraiser for the year and you feel confident that these contributors will not give more in the calendar year.

Use this tool to enter a total amount of the receipts with a date that falls in the appropriate reporting period. The date will not be shown on the report but Reporter will use it to tie it to the correct report. This tool can be used in a similar fashion for expenditures and in-kind contributions.

## Change Column Settings

This tool allows you to customize the columns in each schedule.

Order		Width	Alignment
	- ID	0	Left
+	- Date	78	Right
+	- Name	195	Left
+	- Address	178	Left
+	- City	100	Left
+	- State	46	Left
+	- Zip	51	Left
+	- Amount	90	Right
+	- Occupation	100	Left
+	- Employer	100	Left
+	Contributor Type	60	Left

Restore defaults OK Cancel

Each column has three properties, a display order, width and alignment. Each of these properties may be modified. The columns of the detail section are represented by buttons, labeled with the name of the column. Columns are listed from top to bottom the way they appear on the schedule from left to right. On the left hand side of the button is either a “+”, “-” or both. By clicking on the “+” or “-” button, you can change the display order of the column on the detail section of the schedule.

You may also change the width of the columns in the detail section. The width of each column is listed in pixels. You may have to experiment to find a comfortable width for each column. Simply change the width from the existing value to another integer. If you wish to hide the column completely, set the width to zero.

The third property you may change is the text alignment of each column. Use the drop down list boxes on the right to make your selection. The choices for text alignment are Left, Right or Center.

## Options

Reporter allows you to customize some features through the Options section. The following is a list of each subsection of the Options section:

### **Defaults**

When entering data in Reporter 4, you may find that you have a number of items that share the same date, amount, etc. You may find it helpful to set a default value for new items in these situations. These are the defaults you can change:

#### **Receipt Date**

This fills in a default date for each new receipt. you can either change it to a “Custom Date” and type a date or use “Current” if you want Reporter to always use the current date. Please see the *Date Format* help section for more information if you have trouble entering a date.

#### **Receipt Amount**

If you type an amount in this field, it will automatically appear for new receipts. Please see the *Currency Format* help section for more information if you have problems entering an amount.

#### **Receipt Tender**

If you select a tender, that tender will appear for each new receipt. Non-depository candidates must choose to use tender, under the Preferences Tab, before the tender field appears on the Receipts schedule.

#### **Default State**

Select a state to change the default state for new receipts, expenditures and in-kind contributions as well as reimbursement and committee credit card sub-items.

#### **City/Town List**

This option allows you to set the town or city list that you wish to use when entering items in Reporter. You can choose to display either:

- **Proper Cities & Towns** – The official names of the 351 cities and towns of Massachusetts; or
- **City, Town & Villages** – The names of more than 1,200 cities, towns, villages, neighborhoods, and other subdivisions of the cities and towns in Massachusetts.

### **Preferences**

This Options section allows you to change the behavior of the software. There are a number of options available:

**Itemize \$50 and Under**

Select “Yes” if you would like to itemize all items, regardless of whether or not the contributor or vendor exceeds the \$50 aggregate threshold for itemizing entries.

**Auto-backup**

Choose “Yes” if you would like Reporter to backup your data each time you exit the application.

**Sort Order**

This section allows you to set the sort order of existing records when they are displayed in each schedule.

**File Export Formats**

When exporting schedule data (see *Exporting schedule data*), this option controls what file format to use.

**Receipt Tender**

This option only applies to Non-depository committees. You can choose to enter the tender of each contribution. Choose “Yes” if you wish to track tender. Depository committees must enter the tender of the contribution.

**File Location**

Reporter 4 will, in some cases, have to create files for data storage, exported reports, electronic filing and backups. You can direct Reporter to create these files in specific folders. All of the following file locations can be changed except for the data location. The data location is always a sub-folder of the application folder.

**Data Location** - The folder that Reporter will use to store your committee's data. You cannot edit this value.

**Backup Location** - The folder or directory where Reporter creates backup files of your data.

**Electronic Filing Files** - The folder or directory where Reporter creates electronic filing documents to file with OCPF.

**Export Location** - The folder or directory where files containing exported reports and data are created.

**Mail Merge Location** - The folder or directory where any mail merge files are created. See the *Mail Merge* help section for more information.

**EFile URL** - Not a file location per se. This is the web address where electronic filing documents will be posted.

**Other**

Each of these options, except for AutoUpdate, can be enabled by clicking the corresponding checkbox:

**Autofill**

This feature, if enabled, will fill in address and other information if it matches the vendor or contributor name with a previous entry's name.

**Autocomplete**

This feature, if enabled, will attempt to complete previously entered phrases.

**Proper Casing**

This option, when enabled, will proper-case words entered into the software.

**AutoUpdate**

This option controls the frequency that Reporter checks for updates from the OCPF's website. If your computer does not have Internet access, you may choose "Never" to prevent attempted updates.

**Source**

This section controls the receipt field "Source." This is an optional field that allows you to track the source of each contribution. This can be especially helpful if you send "thank you" notes to contributors. Click on the "Yes" option to display the source field in the Receipts section. To have a default source automatically filled in for new receipts, type one in the default source field.

Filters

Filters provide a way to limit the number of records displayed on each schedule. Filters can be applied to the Receipts, Expenditures, In-kind Contributions, Liabilities, Reimbursements, Committee Credit Cards and Contributors schedules. The title of each schedule's detail section will change to reflect any active filters. Reporter supports a large number of filter types.

**Creating a filter**

Follow the steps below to create a filter:

1. Go to the menu option "Filters" and choose the option "Manage Filters."
2. Click on the button labeled "New Filter..."
3. Choose the appropriate schedule, if you are currently on the schedule, it will already be selected.
4. Click the "Next >" button.
5. Choose the type of filter. See *Filter Types* help section below.
6. Click the "Next >" button.
7. Select the criteria; this section will change depending on the type of filter.
8. Click the "Finish >" button.

The filter will now show up on the list of existing filters. If active, the filter will be checked. Click "OK" to return to the schedule.

## Accessing Filters

Filters can be accessed through the Main Menu option “Filters/Manage Filters”. If you have a schedule open when accessing filters, only filters for that schedule will appear. If you do not have a schedule open, all filters of all types are shown.

## Editing a Filter

To edit a filter, open the Filter Management form and select the filter to edit. In the box labeled Filter Description, each value you can edit is displayed as a hyperlink. Click on the appropriate value to edit it. If you want to make any other changes to the filters besides changing these values, you should delete it and create a new one.

## Disabling a Filter

Open the Filter Management form. Each filter has a checkbox to the left of its name. To disable the filter, uncheck the box. If you wish to re-enable the filter at a later time, check off the same box.

## Delete a Filter

To delete a filter, follow these steps:

1. Open the filter management form.
2. Select the filter.
3. Click on the delete button.

## Filter Types

The following table lists each type of filter, which schedules they can be applied on and what criteria are required for each one.

Types	Schedules	Criteria
Date Range	A,B,C,D,R,9	Start and End Dates
Deposit Date Range	A (Depository only)	Start and End Dates
Amount Range	A,B,C,D,R	Minimum and/or Maximum Amount
Last Name	A,C,Contributors	Text to match
First Name	A,C,Contributors	Text to match
Address	A,B,C,Contributors	Text to match
City	A,B,C,Contributors	Text to match
State	A,B,C,Contributors	Text to match
Zip	A,B,C,Contributors	Text to match
Contributor Type	A,C,Contributors	One of four contributor types
Tender	A (Depository only)	One of five tender types
Deposit Sequence	A (Depository only)	Exact text to match
PACs	A,Contributors	None - will filter based on CPF ID
Vendor	B	Text to match

Registered Candidates	B	None - will filter based on CPF ID
Name	D	Text to match
Reimbursee	R	Text to match
Vendor (sub-item)	R,9	Text to match
<b>Types</b>	<b>Schedules</b>	<b>Criteria</b>
Amount Range (sub-item)	R,9	Minimum and/or Maximum Amount
Date Range (sub-item)	R,9	Start and End Dates
Aggregate Amount Range	Contributors	Minimum and/or Maximum Amount
Salutation	Contributors	Text to match
E-mail Address	Contributors	Text to match
Phone Number	Contributors	Text to match

Schedule Key:

A – Receipts

D - Liabilities

B – Expenditures

R – Reimbursements

C – In-kind Contributions

9 – Committee Credit Cards

## Glossary

This is a list of some of the terms used in Reporter 4's help file and manual:

- **Committee** - A political committee, if the candidate does not have a committee, understood as the candidate's campaign.
- **CPF ID Numbers** - OCPF assigns a five-digit code to every candidate and committee that organizes with it. This ID is normally provided to the committee shortly after organization forms are filed.
- **Deposit Sequence Numbers** - Deposit Sequence numbers uniquely identify deposit reports. Each deposit should be reported separately.
- **Depository** - A category of filers, see the Depository vs. Non-depository section for a full discussion.
- **Electronic Filing System** - The electronic filing system is the web server - database server system that accepts, stores and allows access to electronically filed campaign finance reports.
- **Form** - This is a window that appears in the software, typically with some type of combination of labels and fields and buttons.
- **"In Aggregate"** - Most campaign finance contribution limits are based on aggregate amounts. If a contributor gives multiple contributions over the course of the year. The contributions are added together to see if they hit certain thresholds.



These thresholds include disclosing the name and address once the contributions reach \$50 for the year.

- **Inclusive** - If a report has a period between 1/1/04 and 12/31/04 and is inclusive, it would include items that fall on 1/1/04 or 12/31/04.
- **Schedule** - Reporter has seven or eight schedules or sections of the software that are for adding report items (receipts, expenditures, etc..). They roughly correspond to the original paper schedules of the 102 reports.
- **Screen** - See form.
- **Microsoft .NET** - A group of software initiatives that include the .NET framework and new programming languages including C#.
- **Tender** - See *Receipts: Tender*.
- **XML format** - XML is a human-readable text-based file format that can store data in a hierarchical, self-describing structure. It is used to store Reporter 4's data.

## *Campaign Finance Guides available from OCPF*

Statewide, County and Other “Depository” Candidates  
Candidates for the General Court  
Candidates for Municipal Office  
State Ballot Question Committees  
Municipal Ballot Question Committees  
Political Action Committees and People’s Committees  
Local Political Party Committees  
Public Employees, Public Resources and Political Activity

This manual and OCPF campaign finance guides  
are available online at [www.mass.gov/ocpf](http://www.mass.gov/ocpf).

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**Web site: [www.mass.gov/ocpf](http://www.mass.gov/ocpf)**  
**Reporter e-mail help: [software@cpf.state.ma.us](mailto:software@cpf.state.ma.us)**